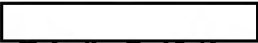9 JUL 1981

MEMORANDUM FOR: Agency Building Planning Committee Members

FROM:

Chief, Building Planning Staff, OL

SUBJECT: "Non-office Space" Survey

1. In developing space requirements for the new building, the Building Planning Staff (BPS) is conducting a survey of "non-office space." Loosely defined, non-office space is that space assigned to an office/staff which is not regularly occupied as office space but which is available for use by one or more people. For our purposes, non-office space includes the following categories of vaulted and unvaulted areas:
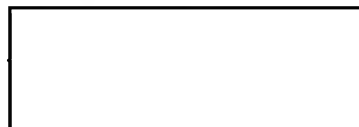
- Conference rooms
- Computer terminal rooms
- Storage rooms
- Central file rooms
- Classrooms
- Xerox rooms

We also include registries, mail rooms, and libraries, with the understanding that these areas normally are occupied by one or more employees.

2. BPS needs (1) a listing of non-office space currently used by each office/staff, by category, room number, and square footage; and (2) non-office space requirements (numbers and types of rooms, and square footage) projected for FY 1987. The Office of Training and Education (OTE) will project for classroom areas in general, but each office/staff should project its own space requirements for any in-house training which will not involve OTE.

3. There may be areas in use, or projected, which do not fall neatly into any of the categories listed above. We need to know about them. Categorize these as "special areas" and give us a brief explanation of their use.

4. Please forward your submissions to BPS, attention Don Huebner, by cob 31 July 1981. Please follow the attached sample formats in making your submissions.

STAT

Attachments:
  2 Sample Formats

OL 1 2878

Non-office Space Survey

Current Usage

Category	Room #	Sq Ft
Conference	9D104 Hqs	230
Conference	9D105 Hqs	150
Storage	9C23 Hqs	600
etc.		

S A M P L E

Non-office Space Survey

FY 1987 Projection

Category & Number		Sq Ft
Conference (4)	1.	200
	2.	150
	3.	180
	4.	100
Storage (2)	1.	600
	2.	1,500
Library (1)	1.	3,000

   etc.

S A M P L E